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Governor

**TRANSPORTATION CABINET**

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**Michael W. Hancock, P.E.**  
Secretary

**MEMORANDUM**

**Construction Memorandum No. 08-11**

**TO:** Chief District Engineers  
District TEBM for Project Delivery & Preservation  
District TEBM for Engineering Support  
District Section Engineers  
Central Office Division Directors

**FROM:** Steven Criswell, P.E. Director  
Division of Construction

**DATE:** October 31, 2011

**SUBJECT:** Revised Guidance for Written Narrative Submittals

Construction Memo 10-09 provided detailed guidance on how District employees were to review and process progress schedules submitted by the Contractor. The guidance issued in that memorandum which outlined the information and details that should be included in the written narrative is still valid. However, the following changes will be implemented immediately with the execution of this Construction Memorandum:

- **Written narratives are no longer required to be submitted to Central Office Division of Construction for approval.**

Written narratives are still required in accordance with Section 108.02 of the Standard Specification. The ***Section Engineer will now be responsible*** for reviewing written narratives for projects to ensure it meets specifications. The Section Engineer should withhold pay estimates for projects which the Contractor has failed to submit the written narrative and in instances where the written narrative does not meet the requirements of the specifications. A copy of the written narrative should be placed in the Projectwise folder for access for all Transportation Cabinet employees.

Please contact this office with any questions.

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